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FACILITIES MANAGEMENT DIVISION  
WEEKLY REPORT FOR PERIOD ENDING 26 NOVEMBER 1986

1. Status of Tasks Assigned by Senior Management:

- OL reports that the reupholstery of the DCI's furniture*
- a. ~~Recovering of the DCI sofas and chairs was~~ *successfully* completed on Friday, 21 November. Upon their delivery, the private upholstery firm ~~picked up the fabric and furniture from the DDCI's office.~~ *under contract* These pieces are scheduled to be returned at the end of this week.
- OL reports that the DCI garage entry lobby has undergone minor renovations consisting of replacing the wallpaper, painting and the hanging of new pictures.*
- b. ~~Wallpaper replacement, painting and hanging of new pictures in the DCI garage entry lounge is now complete.~~ Carpet replacement, installation of new drapery and reupholstering of side chairs will be ~~done in about~~ *done in* three weeks.

2. Major Events That Have Occurred During the Preceding Week:

- OL*
- a. In the process of grading the new North Loading Dock for paving, the New Headquarters Buildings contractor damaged a set of testing stubs left from the installation of the new Northside chilled water supply and return lines causing both lines to leak. ~~FMD~~ *for the repairs* scheduled a chilled water outage for Friday, 22 November through 24 November ~~in this regard.~~ This outage resulted in a loss of air conditioning to all of the Headquarters and Printing and Photography Buildings except for computer areas which have supplemental air handling units and chilled water backup systems. ~~Portable chiller units were also transported from New Jersey to support the SAFE computer center which does not have a back-up system.~~

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<sup>OL</sup>  
~~Maintenance Branch~~ personnel were on site for the entire outage and worked a total of 163 hours. ~~Sleeping cots, blankets and pillows~~ were provided to personnel spending the night. [redacted]

*The Office of Logistics*  
~~The~~ Parking Office moved the occupants of North Entrance spaces 1 through 14 to the VIP lot to accommodate the portable chiller units which are supporting the repair work on the northside chilled water lines. Occupants of those spaces ~~may~~ return when the portable chillers are disassembled later this week. [redacted]

c. Virginia Power is working on the No. 2 feeder which will feed the new incoming line breaker inside the powerplant. They expect to complete their work on 24 November. MIC's contractor, Harker & Harker is in the process of removing the three EMD generators and associated switchgear from the site. All control wiring has been disconnected and high voltage cables have been cut. As soon as permits have been obtained by the hauling company, the equipment and generators will be removed.

Williams and Lane has readied four turbine generators for use in the manual mode in case of a power outage on Virginia Power source. This is a temporary connection awaiting all wiring to be completed on the new load management system. [redacted]

d. The scheduled removal of one of the three remaining standby generators in the powerplant by the Powerhouse contractor caused unforeseen trouble this week. When an interconnecting power cable was cut to remove the first generator, additional control cables, which were not documented, ~~on any plans~~, were inadvertently severed. The two remaining generators were rendered inoperable due to the accidental cutting of the cable. ~~Under the direction of~~ *An OL* Charles Poffenberger, ~~EMD~~ *be* Engineer, additional temporary connectors ~~were made to get the remaining capacity connected to~~ the existing switchboards, ~~and~~ within 24 hours, emergency power to Headquarters Building was restored. [redacted]

*Following this repair another emergency occurred in*  
~~Shortly after the temporary connections were~~ *work* ~~completed~~, an instrumentation transformer, located the powerplant switchboard, supplying the central chillers, shorted and caught ~~on~~ fire. Emergency action by ~~EMD~~ *be* and Allied personnel brought the fire under control and the carbonized smoke was cleared from the switchboard before a major electrical fault occurred. [redacted]

e. The Allied special support team completed their eight week tasking for the Office of Communications in the Far East and returned to Washington Thursday evening, 20 November. [redacted]

rendered  
RECD review

25X1 f. ~~At the 21 November~~ <sup>At the</sup> [redacted]  
Steering Group meeting, <sup>held on 21</sup> it was stated that the earliest date  
25X1 ~~people could start moving into~~ [redacted] would be 15 March  
1987. ~~This is the date that OIT says~~ the secure phone  
equipment ~~will be ready to go~~ operational. This date is  
contingent upon ~~money~~ <sup>funds</sup> for the OIT contractor becoming available  
by 1 December. ~~However, if OD&E is willing to move without~~  
Wangs or secure phones, they can move as scheduled on 1 February  
as the building construction phase is still on schedule. OD&E  
has stated that they cannot move without secure phones or  
Wangs. OIT is looking into the possibility of some type of  
25X1 temporary service. [redacted]

No  
25X1 g. A meeting is being scheduled with Procurement  
Division for 24 November to discuss the problems we are having  
with the typewriter repair contractor, BMA. Since  
approximately mid-October, Building Services Branch has been  
receiving reports of poor response time and lack of appropriate  
repairs to Agency typewriters. BSB has been gathering  
information since this period in order to have substantive data  
to present to Procurement Division. [redacted]

25X1 h. The Passenger Vehicle Section of the Motor Pool  
Branch received memorandums requesting transportation for [redacted]  
25X1 passengers via special runs during the past week.  
[redacted]

25X1 i. The Passenger Vehicle Section transported [redacted]  
passengers for the period November 19, 20 and 21. PVS had to  
use two mechanics and two dispatchers to help drive buses and  
25X1 vans. [redacted]

No  
25X1 j. The Mail & Courier Branch has acquired a back-up  
portable x-ray unit. The Office of Information Resources (OIR)  
was preparing to turn in a Philips Dyna Ten unit that they no  
longer had a use for. This unit is identical to the portable  
unit, already in use in the M&CB. We have found this model to  
be most reliable and decided a back-up system of this type  
could be beneficial. The unit will be placed on M&CB's  
accountable property records and will be added to the existing  
service contract we maintain with Philips Electronic  
25X1 Instruments, Inc. [redacted]

No  
25X1 k. The Mail & Courier Branch provided special courier  
support on 17 November to the Office of the Deputy Director for  
Administration. A document was hand-carried to the Office of  
Logistics, where the courier was instructed to wait for the  
Director of Logistics to sign the document. The document was  
25X1 then hand-carried to the Office of Personnel [redacted]  
[redacted]

1. On 18 November, three overtime requests were completed. A vendor was escorted in 7D5619 Headquarters to clean two sofas, four lounge chairs, and two straight back chairs for the DCI. Also, 70 chairs were set up in 1A07 Headquarters at the request of OTE. Additionally, 30 pieces of furniture were loaded onto a Logistics Operations Center (LOC) truck as PTI from OTS [redacted]

25X1  
25X1

m. On 19 November, two overtime moves were accomplished. IMS relocated seven pieces of equipment, ten tables, 100 boxes, two safes and 19 chairs. OIT requested relocation of 13 workstations, six conservafiles, nine tables, 11 VCR's and five televisions within 1E4822. [redacted]

25X1

n. On 22 November, the furniture replacement of OC/AMD was completed. A total of 97 pieces of Corry Jamestown furniture was delivered and placed on the third floor Building. [redacted]

25X1  
25X1

o. During the week, a total of 370 pieces of furniture for PTI resulted from the foregoing work. Additionally, a total of 522 work hours were expended in support of these projects. [redacted]

25X1

p. The Classified Trash Disposal Section assisted the State Department with destruction of 12,000 pounds of classified paper waste on 22 November. All phases of this support ran smoothly -- Allied laid on Armada for dumpster removal, the visitors were precleared with Office of Security, and all went well with the SOMAT equipment. Additionally, NPIC has delivered 1,400 pounds of classified ribbons to Headquarters for destruction at Andrews Air Force Base. It will be transported on our regular run Wednesday, 26 November. [redacted]

25X1

q. Architectural Design Branch held a meeting with Dicon (ADB/FMD contract architects and engineers), EDAW Inc., (Dicon's subcontractors) and an Office of Security representative to discuss the security upgrade of the Headquarters Building main entrance. Photographs were taken by a P&PD photographer to assist EDAW in their design support to Dicon. [redacted]

25X1

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25X1 *No*  
*already reported last week*  
r. General row permits were issued to the Directorates for disbursement in anticipation of the completion of Phase IV construction of the North Lot scheduled for 1 December.

3. Upcoming Week:

25X1 *No*  
a. The Passenger Vehicle Section is scheduled to transport  passengers via special memos during the coming week. The PVS will charter four buses from American Coachlines to help with these tasks.

25X1 *No*  
b. New Building Project Office has agreed to proceed with excavation and repairs to the South side chilled water lines beginning the week of 24 November.

4. Management Activities and Concerns:

*No*  
a. The damage to the North Side chilled water loop, the unexpected loss of our emergency generator capability and a small fire in a control panel at the Powerhouse made for a rather interesting week at FMD. Although each one of these problems by itself could have had serious ramifications for operations at the Headquarters complex, these occurrences were almost transparent to the employees. The excellent effort and long hours put in by personnel from the Operations Group of FMD and Ogden Allied to overcome these problems was truly noteworthy and of the highest professional caliber.

*No*  
b. The Deputy Chief and the Senior Dispatcher met with the Deputy for Services and Security to talk about scheduling shuttles that would coincide with the Metro bus lines. The shuttle is to pick up passengers and visitors from the new Visitor Center at the Main Gate (Route 123). All visitors will be signed in there before coming to the Main Building. We also discussed changing shuttle buses that are using the George Washington Parkway entrance to use the Route 123 entrance at the Main Gate. Management will be discussing ways to schedule a special shuttle from the Visitor Center to the Main Entrance of Headquarters during the peak rush hours. Otherwise, it will be the West A shuttle making a complete route from the Visitor Center to the Main Entrance to the West Lot and back, using a total of 9 to 10 minutes per run after the rush hour.

*already  
in  
staff  
notes*

25X1           b. Personnel -- [redacted]  
25X1 of Building Services Branch received letters of appreciation  
25X1 from the Director of OGI/DDI. [redacted] was commended for his  
25X1 courteous and efficient way in providing logistical services to  
25X1 OGI's Ames Building location during a series of moves.  
25X1 [redacted] was recognized for his commendable patience while  
25X1 confronted with multiple changes during the moves and the  
25X1 little disruption generated by his taking a few extra minutes  
25X1 to accommodate on-the-spot requirements. [redacted] was  
25X1 recognized for offering suggestions for expeditious handling of  
25X1 rapidly changing requirements and for displaying a great deal  
25X1 of understanding when the changes were made.

Motor Pool Branch management is faced with replacing  
three drivers, one due to retirement, and two to job transfers,  
leaving the Passenger Vehicle Section with two drivers short.

25X1           New personnel - [redacted]  
25X1                               Contract Officer Trainee  
25X1                               [redacted]  
25X1                               Management Staff

25X1                               [redacted] Chief  
25X1                               Facilities Management Division